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**Transportation**

**COMMAND/AIR FORCE VEHICLE  
INTEGRATED MANAGEMENT SYSTEM AND  
CONSOLIDATED ANALYSIS AND REPORTING  
SYSTEM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 24-3, *Operation, Maintenance, and Use of Transportation Vehicles and Equipment*. It sets requirements and procedures for a uniform automated data system to collect and handle vehicle-specific information that DoD 4500.36-R, *Management, Acquisition, and Use of Motor Vehicles*, July 1981, requires. This instruction explains the reporting processes for Data Systems Designators (DSD) 0205, *Report of Air Force Motor Vehicle Data*, and C002J, and supporting or benefiting systems. It applies to all Air Force activities that operate and maintain vehicles using DSD 0009, On-Line Vehicle Interactive Management System (OLVIMS).

**SUMMARY OF REVISIONS**

This initial publication of AFI 24-303 revises AFM 77-310, volume IV. It incorporates a description of, and combines the reporting requirements for the Air Force Vehicle Consolidated Analysis and Reporting System (CARS), with the Command/Air Force Vehicle Integrated Management System (CAFVIMS). System descriptions and reporting requirements have been simplified and streamlined.

## Chapter 1

### VEHICLE DATA SYSTEMS

**1.1. Overview.** The Air Force needs information at many levels to manage vehicle authorizations, assignments, operations, and maintenance. Bases send On-Line Vehicle Interactive Management System (OLVIMS) data to their major command. Commands consolidate base's OLVIMS data and send it to the CAFVIMS, and the CARS. The analytical reports these systems generate provide information for managing the fleet effectively and preparing the annual IRCN: 1102-GSA-AN, *Agency Report of Motor Vehicle Data*.

#### 1.2. Responsibilities:

1.2.1. Bases provide OLVIMS data to major commands (MAJCOM) quarterly (see [Chapter 2](#)). Bases also provide base code table updates to the MAJCOM whenever required.

1.2.2. The MAJCOM reviews and audits base-level data and reports, merges the information into the CAFVIMS (see [Chapter 2](#)) and sends it appropriately to the Standard System Center (SSC), the Warner Robins Air Logistics Center (WR-ALC) or to both.

1.2.3. Standard Systems Center (SSC/LGTR) develops the OLVIMS which gathers vehicle data from base vehicle master records to put into various vehicle data systems. The SSC also coordinates and provides updated information for the command base table to WR-ALC/LVCA. The command or base table is used to validate vehicle data that Air Force installations submit.

1.2.4. WR-ALC at Robins AFB GA develops the reporting systems CAFVIMS and CARS, and processes data for the Air Force Vehicle Data System. It processes MAJCOMs' data, puts it in the Consolidated Analysis and Reporting System (CARS, see [Chapter 3](#)), and produces management reports for MAJCOMs, HQ USAF, and other DoD and Federal agencies. **NOTE:** Command base table changes are sent to both SSC and WR-ALC because they share responsibility for upkeep of master table.

1.2.5. HQ USAF reviews and audits the combined vehicle data management reports to further consolidate information and compile management reports for DoD and other Federal agencies.

## Chapter 2

### COMMAND/AIR FORCE VEHICLE INTEGRATED MANAGEMENT SYSTEM

**2.1. Purpose and Scope.** CAFVIMS enters vehicular information into automated data systems that produce vehicle reliability and maintenance reports.

2.1.1. Quarterly, the OLVIMS produces the RCS: HAF-LGT (Q) 7903, *Vehicle Master Summary File* (\*RAQ6T). The file provides vehicle data for the RCS: HAF-LGT (Q&A) 7110, *Vehicle Management Report*, and RCS: HAF-LGT (Q&A) 7501, *Report of Air Force Motor Vehicle Data*. These reports are designated emergency status code C-2; continue reporting during emergency conditions, precedence normal. Submit data requirements in this category as prescribed, or as soon as possible after submission of priority reports. Discontinue reporting during MINIMIZE.

2.1.2. Base OLVIMS users send their summary file to MAJCOMs for consolidation.

2.1.3. MAJCOMs then send their consolidated command data files to WR-ALC/LVCA.

2.1.4. WR-ALC puts the files in CARS for analysis and integration with other systems.

**2.2. AFMC (WR-ALC) Responsibilities.** AFMC (WR-ALC) sets up and runs processes for producing quarterly and annual motor vehicle management reports, including:

- RCS: HAF-LGT (Q) 7404, *Base and Installation Input, Motor Vehicle Data*.
- OLVIMS *Reject List* (PCN U0205-008).
- RCS: HAF-LGT (Q&A) 7110, *Vehicle Management Reports* (Parts I, II, and III).
- RCS: HAF-LGT (Q&A) 7501, *Report of Air Force Motor Vehicle Data* (Parts A, B, and C).

**2.3. MAJCOM Responsibilities.** Each MAJCOM identifies all Air Force installations under its command to SSC/LGTR and WR-ALC/LVCA for the command base code table.

2.3.1. SSC/LGTR and WR-ALC/LVCA update the command base table using the base-level AC transaction created by OLVIMS. Alternatively, provide this AC-like information by memorandum or message to both SSC/LGTR and WR-ALC/LVCA. This information places, updates, or deletes Air Force installations on the base table (AONMOM/AONROF). CAFVIMS/CARS processing controlled by WR-ALC/LVCA rejects input data records OLVIMS sends RCS: HAF-LGT (Q) 7903 (\*RAQ6T) without corresponding table elements (reporting command and installation) in the base table (PCN U0205-008). Edit table elements with no corresponding OLVIMS input record appear as delinquent on the RCS: HAF-LGT (Q) 7404. [Attachment 1](#) shows the format used to prepare the command or base table transaction.

2.3.2. If the OLVIMS master file contains multiple site codes, each change of reporting MAJCOM and installation in the file needs at least one transaction.

2.3.3. MAJCOMs with access to CARS may use it to update the base table, in which case, MAJCOMs must also send a message to SSC/LGTR to update changes.

2.3.4. Each OLVIMS site creates the RCS: HAF-LGT (Q) 7903 (\*RAQ6T) quarterly and sends it to the appropriate MAJCOM for consolidation.

2.3.5. The MAJCOM consolidates all base files and sends the combined file to WR-ALC by the 25th day of the first month of the new quarter. This file, the primary input to CARS, contains data on vehicle failure, vehicle operations, vehicle maintenance, and accident summaries. This data is entered on three record layouts: the A, C, and Z records (see [Attachment 2](#), [Attachment 3](#), and [Attachment 3](#)).

## Chapter 3

### CONSOLIDATED ANALYSIS AND REPORTING SYSTEM AND RCS: HAF-LGT (A) 7110, VEHICLE MANAGEMENT REPORT

**3.1. Purpose and Scope .** CARS is the single operating system WR-ALC uses to consolidate MAJCOM data input to CAFVIMS.

**3.2. System Objective.** CARS meets the objectives that the MAJCOMs, HQ USAF, and DoD set to help them make management decisions. CARS data files contain CAFVIMS information that all MAJCOM and Air Staff users of CARS can access. CARS provides data on vehicle reliability, maintainability, use, and costs. CARS also provides labor hour utilization and cost data.

#### **3.3. Required Reports:**

**3.3.1. RCS: HAF-LGT (Q) 7404, *Base and Installation Input, Motor Vehicle Data.*** This printout of the CAFVIMS command or base edit table is produced in base-code sequence for each MAJCOM reporting. Printed next to each base code is the record closeout date from each OLVIMS vehicle master summary file that CAFVIMS receives and accepts in the quarterly reporting cycle.

3.3.1.1. RCS: HAF-LGT (Q) 7404 is designated emergency status code C-3; continue reporting during emergency conditions, precedence delayed. Submit data requirements as prescribed, but delay it when necessary to allow the submission of higher precedence reports. Submit by non-electronic means if possible. Discontinue reporting during MINIMIZE.

3.3.1.2. If a base sends no data records or sends unacceptable records to CAFVIMS within the quarterly reporting cycle, the message "NO DATA RECEIVED" appears next to the base's code. This message helps MAJCOMs monitor the timeliness and completeness of OLVIMS base reports to CAFVIMS.

**3.3.2. RCS: HAF-LGT (Q&A) 7110, *Vehicle Management Report.*** Produced annually, this summary helps MAJCOMs, HQ USAF, and vehicle inventory managers track costs per mile, vehicle out-of-commission (VOC), and fleet replacement needs. Prepared from vehicle master summary data received and accepted from OLVIMS activities, this report has four parts:

- Part A contains data arranged in management code sequence, summarized by replacement code for each Reporting Command.
- Part B contains data arranged in management code sequence, summarized by replacement code for the entire Air Force fleet.
- Part C contains data arranged by replacement code, within management code sequence, summarized for the vehicles each command owns. CAFVIMS sorts this part C data by owner in the vehicle master summary records and calculates without regard to the command reporting it.
- Part D contains data arranged in management group sequence, by replacement code, and by management code.

**3.3.3. RCS: HAF-LGT (Q&A) 7501, *Report of Motor Vehicle Data.*** This report gives data on labor hours, operations, maintenance, and accidents by command, by region, and for the entire Air Force. This report has three parts (A, B, and C) and six sections:

- Section I--A labor hour productivity report by command, by region, and for the entire Air Force.
- Section II--A labor hour utilization report by command, region, and the entire Air Force.
- Section III--Mileage and fuel consumption by command, region, and the entire Air Force.
- Section IV--Operating costs by command, region, and the entire Air Force.
- Section V--Maintenance costs by command, region, and the entire Air Force.
- Section VI--Operating, maintenance, and accident costs by command, region, and the entire Air Force.

## Chapter 4

### SF 82, AGENCY REPORT OF MOTOR VEHICLE DATA (IRCN: 1102-GSA-AN)

**4.1. Purpose and Scope.** AFMC (WR-ALC) prepares SF 82 manually using data from several sources. SF 82 reports the entire Air Force inventory, mileage, leasing, operating, and maintenance cost data for administrative vehicles. To assess the efficiency of Air Force administrative fleet management, it allows comparison of Air Force data with similar data that other DoD components and Federal agencies report.

**4.2. Air Force Requirements.** AFMC (WR-ALC) sets up and maintains procedures for manually consolidating and analyzing data from various sources and preparing SF 82. They produce one SF 82 for the domestic fleet and another for the foreign fleet.

#### **4.3. Responsibilities:**

4.3.1. WR-ALC/LV develops, maintains, and processes the vehicle data systems to provide direct and indirect cost data used to prepare SF 82.

4.3.2. MAJCOMs review and consolidate AF Form 1474, **Agency Report of Motor Vehicle Data** (Part C--Hired Motor Vehicle Information) data that bases send. They prepare a single form for all command vehicle data and send it to WR-ALC/LVCA, 225 Ocmulgee Ct, Robins AFB GA 31098-1647, with an explanation of any significant differences from the prior year's data.

**4.4. Required Data .** Complete SF 82 analytically and with care. Report only administrative-use vehicles. Most SF 82 form entries are self-explanatory, but these few need explaining:

- **Inventory:** Be sure the beginning vehicle inventory is the same as the previous year's ending inventory for each category you report. Explain any significant differences.
- **Acquisitions and Disposals:** Report only administrative-use vehicles.
- **Leased Vehicles:** Report only vehicles leased for a long term (365 or more consecutive days).
- **Lease Vehicle Costs:** Report total dollars spent on long-term leased vehicles.

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## Attachment 1

### COMMAND AND BASE TABLE FORMAT

Prepare the Command or base table transaction according to **table A1.1**.

**Table A1.1. Transaction Descriptions.**

Description	Type	Remarks	Note
Type transaction	AL	Always "AC"	
Site code	AN		
Command code	AN		1
Base code	AL		2
Action code	A	"A," "C," or "D"	3
OLVIMS indicator	A	"V" or "S"	
Number of records	N		4
Effective date	N	YYDDD	
Address	AN	Must not be blank	5

#### **NOTES:**

1. Two-position command code with primary maintenance responsibility.
2. Four-position installation indicator.
3. A = Add, C = Change, D = Delete.
4. Average number of vehicle/equipment records for the site.
5. Complete mailing address, including organization, office symbol, building, street (number and name), installation, and ZIP/APO.



## Attachment 2

### THE "A" RECORD LAYOUT

**Table A2.1. The "A" Record Layout.**

FIELD NAME	POS.	TYPE OR CLASS	COMMENT
Record ID	1	AL	Always "A"
Site Code	2	AN	
Base Location Code	3-6	AL	
Reporting Command Code	7-8	AN	
<b>INDIRECT OPERATIONS DATA:</b>			
Productive Hours	9-14	UN 9(5)V9	
Productive Labor Cost	15-23	UN 9(7)V99	
Nonproductive Hours	24-29	UN 9(5)V9	
Nonproductive Labor Costs	30-38	UN 9(7)V99	
Parts Cost	39-46	UN 9(6)V99	
<b>INDIRECT MAINTENANCE COSTS:</b>			
Productive Hours	47-52	UN 9(5)V9	
Productive Labor Cost	53-61	UN 9(7)V99	
Nonproductive Hours	62-67	UN 9(5)V9	
Nonproductive Labor Cost	68-76	UN 9(7)V99	
Parts Cost	77-84	UN 9(6)V99	
Military Indirect Hours	85-90	Un 9(5)V9	
Civilian Indirect Hours	91-96	UN 9(5)V9	
<b>OVERTIME HOURS:</b>			
Direct 01 Military	97-101	UN 9(4)V9	
Direct 01 Civilian	102-106	UN 9(4)V9	
Indirect 20 Military	107-111	UN 9(4)V9	
Indirect 20 Civilian	112-116	UN 9(4)V9	
<b>MGT CODE 4000 DATA:</b>			
Direct Military Hours	117-122	UN 9(5)V9	
Direct Civilian Hours	123-128	UN 9(5)V9	
Direct Hours Total	129-134	UN 9(5)V9	
Direct Labor Cost	135-142	UN 9(6)V99	
Direct Parts Cost	143-150	UN 9(6)V99	
Contract Cost	151-158	UN 9(6)V99	
Other Gov't Agency Cost	159-166	UN 9(6)V99	
Accident Cost	167-174	UN 9(6)V99	
Accident Labor Hours	175-180	UN 9(5)V9	

<b>MGT CODE 5000 DATA:</b>			
Direct Military Hours	181-186	UN 9(5)V9	
Direct Civilian Hours	187-192	UN 9(5)V9	
Direct Hours Total	193-198	UN 9(5)V9	
Contract Cost	199-206	UN 9(6)V99	
Record closeout Date	207-211	UN 9(5)	
Site Reporting Region	212	UN	
Filler	213-275		

**Attachment 3**  
**TABLE "C" RECORD LAYOUT**

**Table A3.1. The "C" Record Layout.**

<b>FIELD NAME</b>	<b>POS.</b>	<b>TYPE OR CLASS</b>	<b>COMMENT</b>
Record ID	1	AL	Always "C"
Site Code	2	AN	
Vehicle Reg Number	3-10	AN	
<b>USAF MANAGEMENT CODE:</b> Type Code Owning Command Code Using Command Code Vehicle Make Or Type DoD Group Code National Stock Number Number Months Info  WRM Indicator Replacement Code	11 12-14 15-16 17-18 23-29 30 31-45 46  47 48	AN UN AN AN AN AL AN UN  AL AL	First Digit Only       Add 1 for each record for this vehicle (3 max)
<b>ONE TIME REPAIR DATA:</b> Cost (Dir And Indir) Labor Hours Delayed Labor Hours Fuel Code On Base Fuel Consumption Off Base Fuel Consumption On Base Fuel Cost Off Base Fuel Cost	49-56 57-61 62-65 66 67-71 72-76 77-82 83-88	UN 9(6)V99 UN 9(4)V9 UN 9(4) AL UN 9(4)V9 UN 9(4)V9 UN 9(4)V99 UN 9(4)V99	
<b>MILEAGE DATA:</b> M/H/U/K Code Cumulative M/H/K M/H/K This Period	89 90-95 96-100	AL UN 9(6) UN 9(5)	
<b>IN-HOUSE LABOR DATA:</b> Military Direct Hours Civilian Direct Hours Total Direct Hours Estimated Labor Hours Estimated Labor Hours Total	101-105 106-110 111-115 116-120 121-125	UN 9(4)V9 UN 9(4)V9 UN 9(4)V9 UN 9(4)V9 UN 9(4)V9	Excluding Accidents Excluding Accidents

<b>WORK ORDER COST DATA EX- CLUDING ACCIDENTS:</b> Direct Labor Cost Direct Copars Cost  Contract Cost OGA Cost Total Accident Parts Cost (Excluding Copars):	126-132	UN 9(5)V99	Including Accident Cost
	133-139	UN 9(5)V99	
	140-146	UN 9(5)V99	
	147-153	UN 9(5)V99	
	154-161	UN 9(6)V99	
<b>ACCIDENT DATA:</b> Number Of Work Orders In-Shop Labor Hours In-Shop Labor Cost In-Shop Parts Cost Contract Cost OGA Cost VDM Hours VDP Hours	162-164	UN	
	165-169	UN 9(4)V9	
	170-176	UN 9(5)V99	
	177-183	UN 9(5)V99	
	184-190	UN 9(5)V99	
	191-197	UN 9(5)V99	
	198-201	UN	
	202-205	UN	
<b>VDM, VDP, VOC, AND OTHER WORK ORDER DATA:</b> VDM Hours (Excluding Accident and Minor Maint) VDP Hours (Excluding Accidents) VDM Hours (Excluding Accidents, Contract, OGA, 4000, 5000, and Minor Maint) VDP Hours (Excluding Accidents, Contract, OGA, 4000, and 5000) Work Order Tally Minor Maint Tally Minor Maint VDM Record Closeout Date Using Organization Code Filler Vehicle Serial Number (VIN) Filler	206-209	UN	
	210-213	UN	
	214-216	UN	
	217-219	UN	
	220-221	UN	
	222-223	UN	
	224-227	UN 9(3)V9	
	228-232	UN	
	233-234	AN	
	235-242		
	243-262	AN	
	263-275		

## Attachment 4

### THE "Z" RECORD LAYOUT

**Table A4.1. -1.The "Z" Record Layout.**

FIELD NAME	POS.	TYPE OR CLASS
Record ID	1	AL
Site Code	2	AN
Vehicle Registration Number	3-10	AN
Record Closeout Date	11-15	UN
System Code		
Action Taken Array: System Code * Action Taken Code *	** **	UN 9(4) AL
Filler	251-275	

***NOTE:***

\*Occurs 47 Times, Record Position 16-250

\*\*Record position 16-250